

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: November 5, 2025
Time: 3:30 PM
Meeting called to order by: Rodney Varney, 1st Assessor

IN ATTENDANCE

Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman
Staff: Ethna L. Thompson
Public: Chris Farmer, Leslie Ferguson

ABSENT

None

Open Meeting

The meeting was called to order at 3:30 PM by First Assessor Varney.

Public Comment

Chris Farmer, representing the Town of Rangeley Comprehensive Plan Committee, attended to discuss the agenda item request submitted by Sandy River Plantation for inclusion on the upcoming regional quarterly meeting agenda. The Board explained that the intent of the request was to encourage an open conversation regarding the recently adopted language in the Rangeley Comprehensive Plan referencing regional collaboration, grant funding, and coordination with Saddleback Resort, which is located within Sandy River Plantation but serves as an economic driver for the broader region.

Approve Minutes

The minutes of the October 21, 2025 regular meeting and October 28, 2025 special meeting were reviewed and approved by motion by Lisa Kinsman and second by Joanne Taylor.

Continuing Business

- **Edelheid Road Culvert Update**

This item remained on the agenda to document the final determination between the Plantation and the contractor. Following notification that the project would be postponed pending the next budget cycle, the contractor informed the Plantation that they would not be pursuing future work. The Board noted that the project will be revisited during the next budget cycle, and formal Requests for Proposals (RFPs) will be issued at that time.

- **LUPC Building Permit Report**

No new permit applications have been submitted since the last report, however two have been signed by the issuing authority.

- **Emergency Management Policy Statement & Plan**

This topic will be revisited following the regional quarterly meeting scheduled for November 18 at 6:00 PM.

- **Forest Fire Mitigation**

The Clerk reported receiving communication from the Maine Forest Rangers indicating that they plan to schedule a meeting with the Plantation during the first week of December.

New Business

- **Warrant(s) Disbursement Review/Sign**

The Board reviewed and signed warrants presented for approval.

- **Old Country Road Easement**

At the request of several property owners along Old Country Road, the Board reviewed the status of the public easement and discussed possible next steps. The Board agreed to schedule a site visit to assess on-site conditions and current access. No formal action was taken.

- **RSU Structure and Membership**

The Board discussed the RSU governance structure and the current vacancy on the RSU Board of Directors. It was noted that the existing member, Mary Richards, had provided a verbal resignation in person at the office, and a formal written resignation is still pending. Board members informally discussed whether they knew of anyone who might be interested in serving to ensure continued representation once the position is officially vacant.

- **Tax Commitment FY 2025-2026**

This item was included to document the action for the official record. The Board executed the FY26 tax commitment documents on Friday, October 31, 2025, in order to meet the official commitment date of November 1, 2025, as established by the Plantation.

- **Town of Rangeley Invoice**

The Board reviewed invoices received from the Town of Rangeley, which included additional charges for items previously identified as donations. The Board noted that these items had not been budgeted for, as they were not submitted through the established donation request process. The Clerk was directed to request updated invoices reflecting only billable items and to obtain a copy of the funding formula typically provided with the invoice to verify the assessment of charges.

- **Universal Waste & Hot Loads Signage and Documentation**

This item was included at the request of Assessor Kinsman to confirm information she learned during Core 1 Transfer Station Attendant training, which had previously been communicated to the Board by the Clerk. The Board reviewed updated signage and documentation requirements related to universal waste and hot loads to ensure ongoing compliance at the Plantation's transfer station.

- **Website Accessibility Audit**

The Clerk presented the results of the recent website accessibility audit and outlined a plan for implementing the recommended updates. The vendor who conducted the audit provided an estimate of \$400 to complete the necessary accessibility improvements. The Clerk noted that compliance is required under a state mandate for municipal websites of this size by April 2027. The Board agreed to address the project during the next budget cycle.

Other Business

- **Email Request**

The Clerk shared an email from Craig Sargent regarding the upcoming fireworks display planned for the celebration of the 250th anniversary of the United States, scheduled for July 3, 2026, in the Rangeley Town Park. Mr. Sargent requested a meeting with the Board to provide information about the event and potential opportunities for assistance. The Board directed the Clerk to inform Mr. Sargent of the regularly scheduled Board meeting on December 16, 2025, at 3:30 PM, and to invite him to attend at that time.

Calendar

Tuesday, November 18, 2025, Regular BOA Meeting 3:30 PM

Tuesday, November 18, 2025, Regional Quarterly Meeting 6 PM, at Town of Rangeley Office

Adjourn Meeting

The meeting was adjourned at 5:38 PM.